

SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION





Assessment Security and Test Impropriety

Assessment Department



Learning Goals

1. Understand how to identify and escalate incident through the secure Test Incident Log application
2. Know the difference between incident and test impropriety in TIDE
3. Understand how to identify and file test impropriety in TIDE



Why do we care?

- Fairness to All Students and Schools
- Code of Ethics
- Effective Use of Resources
 - Cost, Time, Energy
- Effective Distribution of Public Funds
 - School Improvement
 - ISAT Remediation Funds
- Federal/State Requirements



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Definition of Incident

- Anything that could affect the integrity of the test and/or student score either intentionally or unintentionally
- Types of Incident
 - Test Security Violation
 - Breach (High Risk)
 - Stealing
 - Cheating
 - Test Interruption
 - Irregularity (Moderate Risk)
 - Impropriety (Low Risk)



What happened last year?

- 1143 incidents reported in 2016
 - Adult-Initiated (50%)
 - Did not provide required accommodations
 - Misidentified students (i.e. incorrect EDUID, ISAT vs. Alternate)
 - Did not schedule adequate time for testing
 - Student-Initiated (20%)
 - Expressed or exhibited lack of interest/motivation
 - Use of unauthorized devices (i.e. cell phone, ipod)
 - Technology Related Issues (30%)
 - Audio did not work as expected
 - Computer restarted/updated/shut down
 - Loss of internet connectivity




Lessons Learned from 2016

- Allow students to:
 - **review items before pausing the test**
 - If a test is paused and resumed after 20 minutes, the student cannot review previously flagged or answered questions.
 - **complete the current segment before moving to the next segment**
 - If a student moves to the next segment, the student cannot review items in the previous segment.
 - **submit the test only when the student is finished**
 - The test cannot be unsubmitted.



Lessons Learned from 2016 (Cont.)

- Immediately discontinue testing when: 
 - **encountering unexpected technical difficulties**
 - Report any audio, video, or platform issues to the AIR helpdesk at 1-844-560-7365 or IDHelpDesk@air.org
 - **student apathy (lack of motivation) or known/unexpected medical/behavioral conditions are observed**
 - Reschedule or offer a different setting when appropriate



Incident Escalation

- Escalate test security violations (cheating/stealing) to the SDE as soon as possible at 208-332-6976
- Escalate other incidents within 24 hours to the SDE through:
 - Secure Test Incident Log Application
 - <https://apps.sde.idaho.gov/TestIncidentLog/> (Available on March 20th)
 - Secure State Assessment Anonymous Hotline
 - 208-332-6995 (Voice Mail)

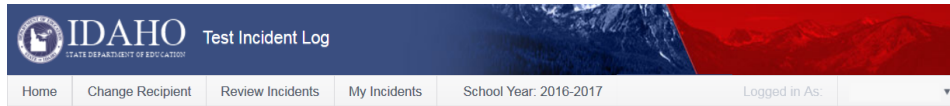


Test Incident Log Application

- Purpose
 - Collect incidents for:
 - ISAT
 - Alternate Assessment
 - Science EOC
 - Access 2.0
 - Identify training needs
 - Validate outliers
 - Use as a future reference
- Roles
 - District Reviewer (intended for Test Coordinators)
 - Proctor (intended for Proctors)
 - Assigned in the ISEE Application Admin Tool



Incident Log Grid



Welcome to Test Incident Log

At A Glance

Test Incident Log

The Test Incident Log application securely tracks your test-related incidents that may affect validity and reliability of the test and/or student scores. You may use the log to identify training needs and validate test results. The SDE analyzes the log to protect the integrity of the test and to strive for fairness among all students and schools by complying with federal and state laws and regulations.

Contact your district's technology director to gain access to the application.

Contact Ayaka Nukui at anukui@sde.idaho.gov or 208-332-6926 for any questions.

Report an incident anonymously at 208-332-6995 (Voice Mail)



Exportable

Filterable/Sortable

Trackable

Review Incidents for [REDACTED]

Add Incident

Export

Incident Id	School	School	T...	Content Area	Incident Type	Action	Incident Date Time	Sta...	
4	[REDACTED]	[REDACTED]	ISAT	ELA-CAT	Test Interruption - Impropriety	No Action	5/7/2016	Draft	Edit
11	[REDACTED]	[REDACTED]	ISAT	ELA-CAT	Test Interruption - Impropriety	No Action	1/1/2014	Reviewed	View



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Incident Log Entry Page

Add Incident

District:

Proctor:

Test Type: ISAT

Incident Type: Test Interruption - Impropriety

Initiation Type: Adult

Test Session Id:

Incident Description & Immediate Resolution:

School:

Incident Date/Time:

Content Area: ELA-CAT

Incident Category: Accidental Submission

Grades: ☐ 03 ☐ 04 ☐ 05 ☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10

Test Result Id:

Affected Students List:

Supporting Documentation:

EduID

No items to display

Action Type: No Action

District Resolution:

Reportable and Analyzable
Incident Categories

Documentation Upload
Feature

Proctor submits to District Reviewer
before District Reviewer submits to SDE

Test Impropriety Type in TIDE
(District Reviewer Only)



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Incident Log vs. Test Impropropriety in TIDE

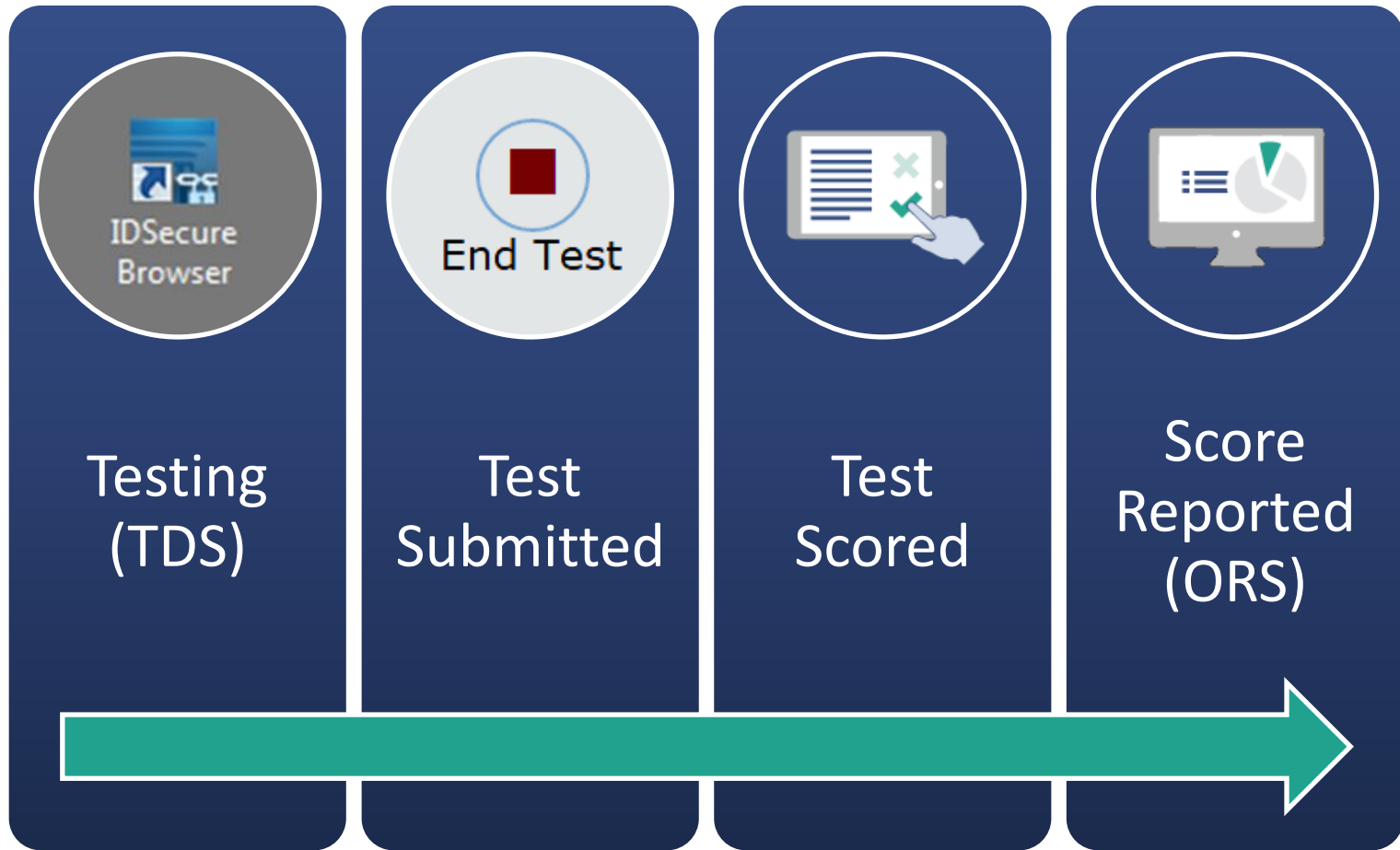
	Incident Log	Test Impropropriety in TIDE
What?	<ul style="list-style-type: none">• An online application to collect ALL incidents• Replaces the excel spreadsheet collected through the SDE's SFTP site	<ul style="list-style-type: none">• An online portal to file test impropriety on affected test(s)
Why?	<ul style="list-style-type: none">• Validate Test Results in case of an Outlier• Conduct Needs Assessment	<ul style="list-style-type: none">• Update Testing Status
Who?	<ul style="list-style-type: none">• District Reviewer (test coordinator)• Proctor (proctor)	<ul style="list-style-type: none">• Test Coordinator
When?	<ul style="list-style-type: none">• Test Security Violation (Cheating/Stealing) - immediately at 208-332-6976<ul style="list-style-type: none">• Test Interruption - within 24 hours	
Where?	https://apps.sde.idaho.gov/testincidentlog (available on March 20 th)	TIDE Portal



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TIDE Test Improproprieties



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TIDE Test Impropriety Type

Type	Description
Invalidate a Test	Eliminates the test opportunity, and the student has no further opportunities to take the test that was invalidated.
Reset a Test	Allows the student to restart a test opportunity (removing all responses on the test), or allows the data entry operator to restart the data entry process.
Re-open a test	Reopens a test that was completed, invalidated, or expired.
Re-open test segment	Reopens a previous test segment. Students can answer unanswered items, and can modify responses to answered items in the reopened segment.
Restore a test that was reset	Reverses a reset, restoring the student's responses on the test when the reset was processed. This appeal is useful when a DA, DC, or SC inadvertently resets the incorrect test.
Grace period extension (GPE)	Allows the student to review previously answered questions upon resuming a test or test segment after expiration of the pause timer. For example, a student pauses a test, and a 20-minute pause timer starts running.



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TIDE Home Page

The screenshot displays the TIDE Home Page for the Idaho State Department of Education. The top navigation bar includes the IDAHO logo, user information (Administration: ID 2016-2017 | Role: DA), and links for General Resources, Help, Inbox, Manage Account, and Log out. The main content area is divided into three vertical panels: 'Preparing for Testing' (orange), 'Administering Tests' (teal), and 'After Testing' (light blue). The 'Preparing for Testing' panel contains links for Users, Students, Test Settings and Tools, and Rosters. The 'Administering Tests' panel contains links for Print Testing Tickets, Test Improperities (highlighted with a red box and a red arrow), and Test Progress Management. The 'After Testing' panel contains a link for Data Cleanup. A search bar labeled 'Find Student by ID' is located in the top right of the 'After Testing' panel.

IDAHO
STATE DEPARTMENT OF EDUCATION

Administration: ID 2016-2017 | Role: DA

General Resources ▼ ? Help Inbox Manage Account ▼ Log out

Find Student by ID

Preparing for Testing

- Users
- Students
- Test Settings and Tools
- Rosters

Administering Tests

- Print Testing Tickets
- Test Improperities**
- Test Progress Management

After Testing

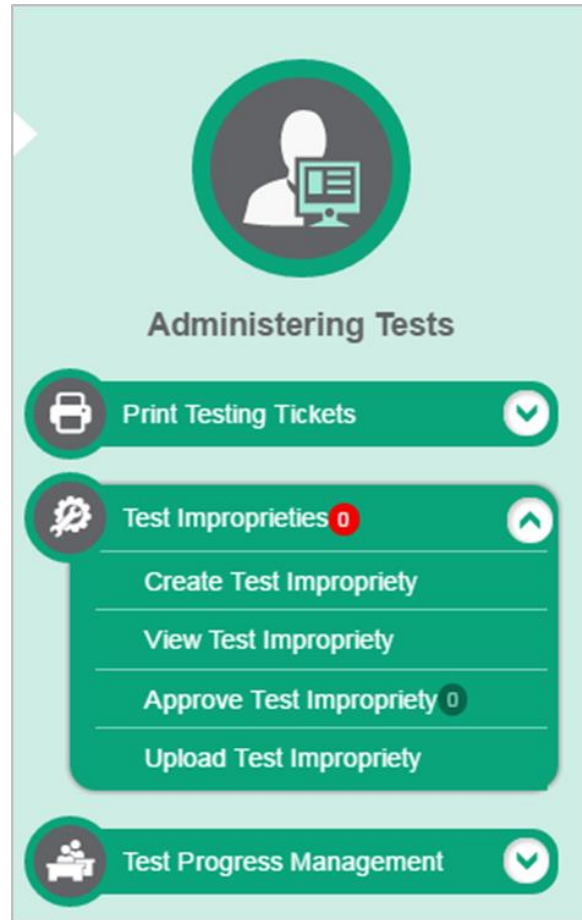
- Data Cleanup



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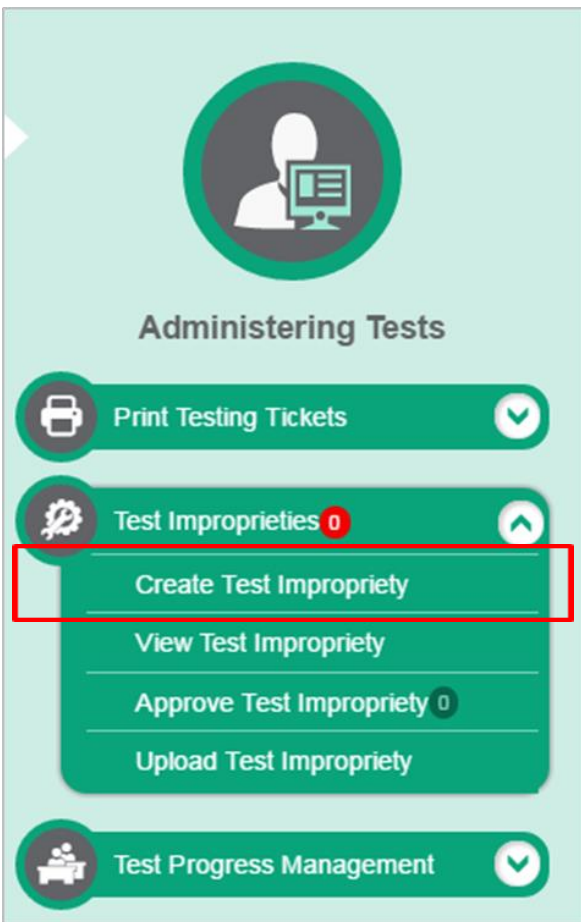
TIDE Test Improperities



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Creating a Test Impropropriety in TIDE



A screenshot of the TIDE Create Test Impropropriety form. The form is titled 'Create Test Impropropriety' and includes a sub-header 'Use this page to create invalidation requests. [more info](#)'. Below this is a section titled 'Select Request Type and Search'. The 'Request Type' section has a list of options: Invalidate a test (selected), Reset a test, Re-open a test, Grace period extension, Restore a test that was reset, and Re-open test segment. The 'Search Student By' section has a dropdown menu with options: - Select -, - Select -, Result ID, Session ID, and EDUID. A 'Search' button is located at the bottom right of the form.



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Creating a Test Impropropriety in TIDE

Create Test Impropropriety

 Use this page to create invalidation requests. [more info](#)

Select Request Type and Search

- *Request Type:
- ☒ Invalidate a test ?
 - ☐ Reset a test ?
 - ☐ Re-open a test ?
 - ☐ Grace period extension ?
 - ☐ Restore a test that was reset ?
 - ☐ Re-open test segment ?

*Search Student By: - Select -

- Select -
- Result ID
- Session ID
- EDUID

Search



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Creating a Test Impropropriety in TIDE

Create Test Impropropriety

 Use this page to create invalidation requests. [more info](#)

Select Request Type and Search

- *Request Type:
- ☒ Invalidate a test 
 - ☐ Reset a test 
 - ☐ Re-open a test 
 - ☐ Grace period extension 
 - ☐ Restore a test that was reset 
 - ☐ Re-open test segment 

*Search Student By: Session ID ▼

*Session ID: TEST-69F6-1

Search



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Creating a Test Impropriety in TIDE


Create Test Impropriety


 Use this page to create invalidation requests. [more info](#)

Select Request Type and Search

*Request Type: ☒ Invalidate a test 

☐ Reset a test 

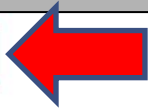
☐ Re-open a test 

☐ Grace period extension 

*Search Student By:

*Session ID:

 Create



Number of records found: 9

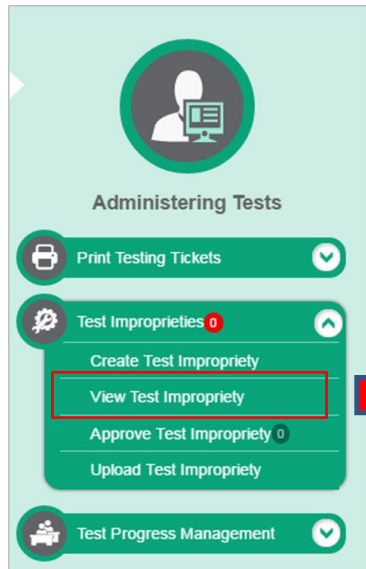
<input checked="" type="checkbox"/>	Request Type	School IRN	ResultID	EDUID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test
<input checked="" type="checkbox"/>	Invalidate a test	9999_9999	50703	900106067	Scott	Ninu	1	reported	1/10/2017 2:42:32 PM	1/10/2017 2:56:27 PM	Grade 7 ISAT Science
<input checked="" type="checkbox"/>	Invalidate a test	9999_9999	50701	900106059	demofirst	demolast	1	reported	1/10/2017 2:40:20 PM	1/10/2017 2:56:27 PM	Grade 7 ISAT Science
<input checked="" type="checkbox"/>	Invalidate a test	9999_9999	50697	900105983	Fi	La	1	reported	1/10/2017 1:41:31 PM	1/10/2017 2:06:50 PM	Grade 3 Math Alternate Assessment



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Viewing Test Improproprieties in TIDE



View Test Impropropriety

Use this page to view, edit, export, or process invalidation requests. [more info](#)

Appeal Information

Choose a Request Type	Choose a Request Status	Additional Request Criteria
<p>Request Type:</p> <ul style="list-style-type: none"><input type="checkbox"/> All ?<input type="checkbox"/> Invalidate a test ?<input type="checkbox"/> Reset a test ?<input type="checkbox"/> Re-open a test ?<input type="checkbox"/> Grace period extension ?<input type="checkbox"/> Restore a test that was reset ?<input type="checkbox"/> Re-open test segment ?	<p>Request Status:</p> <ul style="list-style-type: none"><input type="checkbox"/> All ?<input type="checkbox"/> Submitted for Processing ?<input type="checkbox"/> Processed ?<input type="checkbox"/> Rejected by System ?<input type="checkbox"/> Error Occurred ?<input type="checkbox"/> Requires Resubmission ?<input type="checkbox"/> Pending Approval ?<input type="checkbox"/> Rejected ?<input type="checkbox"/> Retracted ?	<p>Session ID: <input type="text"/></p> <p>Filter By: <input type="text" value="All"/></p>




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Viewing Test Improproprieties in TIDE








View Test Impropropriety

 Use this page to view, edit, export, or process invalidation requests. [more info](#)

— Appeal Information










Choose a Request Type

Request Type:

- ☐ All 
- ☐ Invalidate a test 
- ☐ Reset a test 
- ☐ Re-open a test 
- ☐ Grace period extension 
- ☐ Restore a test that was reset 
- ☐ Re-open test segment 

Choose a Request Status

Request Status:

- ☐ All 
- ☐ Submitted for Processing 
- ☐ Processed 
- ☐ Rejected by System 
- ☐ Error Occurred 
- ☐ Requires Resubmission 
- ☐ Pending Approval 
- ☐ Rejected 
- ☐ Retracted 

Additional Request Criteria

Session ID:

Filter By:



Search




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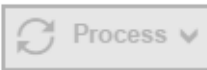
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View Test Improprerty

 Use this page to view, edit, export, or process invalidation requests. [more info](#)

+ Appeal Information



Number of records found: 0

Enter search terms to filter search results



<input type="checkbox"/>	Case Number	Request Type	School IRN	ResultID	EDUID	Student's Last Name	Student's First Name	Segments	Request Status	Request Date
<input type="checkbox"/>	11500	Reset a test	000003	50006	ZZ97724	Last Name	First Name		Retracted	
<input type="checkbox"/>	2112	Invalidate a test	000003	50006	ZZ94277	Laura	Max		Processec	
<input type="checkbox"/>	2117	Invalidate a test	000003	50000	ZZ94278	Callie	Mayhill		Processed	2:21 PM

DTC : test
Admin : test
system, system : The opportunity was invalidated or deleted already.
Admin : Error occurred



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Status of Test Improproprieties in TIDE

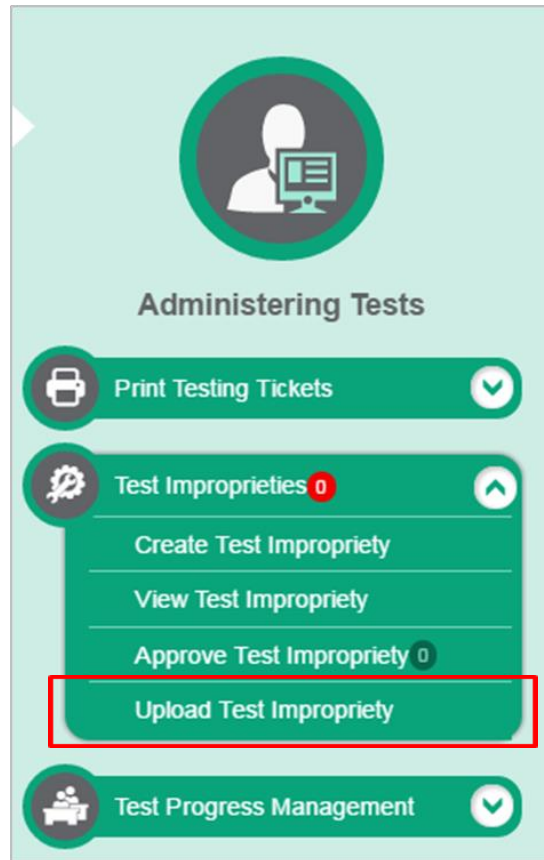
Impropropriety Request Status	Description of Status
Error Occurred	An error occurred while the impropriety request was being processed.
Pending Approval	Impropropriety request is pending approval.
Processed	Impropropriety request was successfully processed and the test opportunity has been updated.
Rejected	Another user rejected the impropriety request.
Rejected by System	Test Delivery System was unable to process the impropriety request.
Requires Resubmission	Impropropriety request must be resubmitted.
Retracted	Originator retracted the impropriety request.
Submitted for Processing	Impropropriety request submitted to Test Delivery System for processing.
Resolved	Impropropriety was resolved.



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Creating a Test Impropropriety via a File Upload in TIDE



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Creating a Test Impropropriety via a File Upload in TIDE

Upload Test Impropropriety

1. Upload 2. Preview 3. Validate 4. Commit 5. Confirmation

i Use this page to upload a file of invalidation requests. [more info](#)

Step 1: Upload File

Choose File

+ Upload History

Download Templates ▾

- CSV
- EXCEL



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Creating a Test Impropropriety via a File Upload in TIDE

Columns in the Test Improproprieties Upload File

- Type of Test Impropropriety: Invalidate a test, Reset a test, Re-open a test, Re-open a test segment, Restore a test that was reset, and Grace Period Extension.
- Search Type: EDUID , Result ID, and Session ID.
- Search Value: Up to 1,000 alphanumeric characters. The value must exist in TDS or TIDE. For example, specifying a result ID of 123456 requires that this result ID exist in TDS.
- Reason for creating a Test Impropropriety: Up to 1,000 alphanumeric characters.

	A	B	C	D
1	TYPE	SEARCHTYPE	SEARCHVALUE	REASON
2	Invalidate a Test			



Creating a Test Impropropriety via a File Upload in TIDE

Upload Test Impropriety

1. Upload 2. Preview 3. Validate 4. Commit 5. Confirmation

[Download Templates](#)

i Use this page to upload a file of invalidation requests. [more info](#)

Step 1: Upload File

Choose File

+ Upload History

Upload Test Impropriety

1. Upload 2. Preview 3. Validate 4. Commit 5. Confirmation

i Verify you uploaded the correct file. Click **Next**. If the values in the columns are incorrect, try re-creating your upload file using one of the available templates from the previous Upload Requests page.

Step 2: Preview

Row Number	Type	Search Type	Search value	Reason
1	Invalidate a Test	Session ID		Reason for invalidation
2	Reset a Test	Result ID	51104	Reason for reset
3	Grace period extension	EDUID	900106229	Reason for GPE



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Creating a Test Impropropriety via a File Upload in TIDE



Upload Test Impropropriety


1. Upload 2. Preview 3. Validate 4. Commit 5. Confirmation

[Download Validation Report](#)

i Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate

Legend:  Error: The file can be uploaded, but this row will not be included.  Warning: This field is invalid, but the row will be uploaded.

Row Number	Type	Search Type	Search value	Reason
1	Invalidate a Test	Session ID		Reason for invalidation

[Continue with Upload](#) [Upload Revised File](#) [Cancel](#)



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Creating a Test Impropropriety via a File Upload in TIDE

Upload Invalidation

1. Upload 2. Preview 3. Validate 4. Commit 5. Confirmation

Step 4: Commit

Segments	Request Type	School IRN	ResultID	EDUID	Student's Last Name	Student's First Name	Test Opp #	Test Status	Test Start Date	Date of Last Activity	Test	Case Number	Appeal Status	Appeal Reason
<input type="checkbox"/>	Reset a test	9999_9999	51104	900106229	demofirst	demolast	1	reported	2/27/2017 12:34:40 PM	2/27/2017 12:48:30 PM	SBAC-OP-Perf-MATH-7			Reason for reset
<input type="checkbox"/> 1	Grace period extension	9999_9999	51107	900106229	demofirst	demolast	1	reported	2/27/2017 12:50:17 PM	2/27/2017 12:56:09 PM	SBAC-OP-ADAPTIVE-G7M			Reason for GPE
<input type="checkbox"/> 2														



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Important Factors to Consider when Filing Test Improproprieties in TIDE

- The following incidents are **NOT** considered a test impropriety in TIDE:
 - **Student Apathy**
 - Pause the test and consider rescheduling the test or offering a different setting.
 - **First Year EL has not taken ACCESS 2.0**
 - These students are required to test ISAT/Alternate ELA.
 - **Incorrect EDUID**
 - Immediately notify AIR helpdesk at 1-844-560-7365.
 - **Tested Twice in Error**
 - The first score will be kept for reporting purposes.
- Evaluate Testing Status located in the TA interface
 - Selection of Test Impropriety Type is limited by Student Testing Status



Common Examples from 2016

- Reset a Test
 - A student started the test without required **accommodations** (always consult with the IEP team, before resetting the test)
 - An **unintentional** incident provided **unfair advantage** to a student
- Restore a Test that was Reset
 - Reverse the reset



Common Examples from 2016 (Cont.)

- Invalidate a Test
 - A student took the **wrong test**
 - Alternate Assessment vs. ISAT
 - Access 2.0 vs. ISAT
 - Wrong grade level identified in TIDE
 - **Parents refused** the test to be scored
 - An **intentional incident** provided **unfair advantage** to a student



Common Examples from 2016 (Cont.)

- Reopen a Test
 - A **test expired** due to extenuating circumstances (i.e. extended medical leave or school closure)
 - Test was **unintentionally submitted** by student, adult, or computer
- Reopen a Test Segment
 - A student **unintentionally moved to the next segment**
- Grace Period Extension
 - A test was interrupted by **personal/school emergencies or unexpected technical difficulties** that prevented the student to resume testing within the pause time



Summary

- Incident affects the integrity of the test or student score either intentionally or unintentionally
- Not all incidents are considered test impropriety in TIDE
- Log incidents in the secure Test Incident Log application at <https://apps.sde.idaho.gov/TestIncidentLog/>
- Review the Assessment Integrity Guide for more info at <http://sde.idaho.gov/assessment/resource-center/files/general/Assessment-Integrity-Guide.pdf>
- ***TIDE Impropriety Quick Guide*** is coming your way soon!



Ayaka Nukui

Statistician/Research Analyst

(208) 332-6926

anukui@sde.idaho.gov

Nancy Thomas Price

Comprehensive Assessment System Coordinator

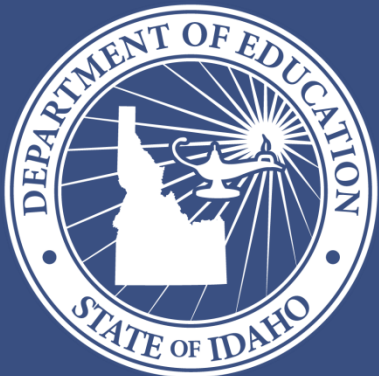
(208) 332-6988

nthomasprice@sde.idaho.gov

AIR Help Desk

844-560-7365

[ID HelpDesk@air.org](mailto:IDHelpDesk@air.org)



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